



## WorkForce Development Council Navigator Role and Function

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### **Work Based Learning**

1. Establish ongoing relationships with industry specific employers developing the opportunity for WBL placements.
2. Collaborate between employers and case managers to expanded partnerships that will encourage employers to hire Work Based Learning (WBL) candidates.
3. Provide mentoring and job shadowing opportunities.
4. Work with Employers on identified skills needed for WBL candidates.
5. Establish connections and develop relationship between employer, case managers and WBL Candidate.

### **Employer Connections**

1. Appropriate recruitment and information and referrals to specialized business services.
2. Arrange onsite company tours with industry specific employers.
3. Coordinate employer Strategies for Success (SFS) classrooms visit to participate in mock interviews and to discuss industry specific information with participants.
4. Work with employer on potential candidates for hire.
5. Identify Employment opportunities for qualified candidates.
6. Participant recommendation employer vacancies and potential on the job training opportunities for permanent job placement.
7. Referral of qualified candidates for employer vacancies.
8. Customized recruitment events and related services for employers including but not limited to the following:
  - a. Targeted employer/industry job fairs
  - b. Writing and reviewing job descriptions
  - c. Job interview techniques for efficiency and compliance;
  - d. Conduct and organize targeting interview sessions
  - e. Candidate screening and resume reviews
  - f. Creating orientation sessions for new workers
  - g. Developing performance evaluation and personnel policies
  - h. Analyzing employee turnover; or
  - i. Explaining labor laws to help employers comply with wage/hour and safety/health regulations.





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### **Training and Resources**

Provide guidance to case managers regarding the following:

- a. Identifying resources that may offer individual access to assistance from WIOA adult, dislocated worker, youth programs, and other local resources.
- b. Co-enrollment of participants in other state funding programs, such as DVR, Opportunity Grant and Worker Retraining to pay for additional training.
- c. Identifying educational pathways for participants that may lead to advancement opportunities and wage progression.
- d. Initial assessment of participant skill levels as anticipated by employers including literacy, numeracy, and English language proficiency, as well as aptitudes, abilities (including skills gaps), for employers and RISE participants via assessments and coordination with other educational partners.

### **WorkForce/Labor Market Statistics and Advising**

Establish workforce and labor market employment statistics information to employers and case managers, including the provision of accurate information relating to local, regional, and national labor market areas.